Ashfield
DISTRICT COUNCIL

Job Profile

Person Specification	
Essential upon appointment	**Desirable on appointment**
Knowledge/Qualifications Housing Standards and Public Health Legislation and Regulation Knowledge of enforcement procedures to deal with housing standards GCSE Maths and English Grade A – C or equivalent experience	A qualification in building, estate management, or urban estates surveying or equivalent. HHSRS Certification
Experience Significant experience working in private sector housing standards or local authority enforcement Working in a demanding customer facing environment	Service of legal notices and conducting interviews under caution (PACE)
Skills Excellent interpersonal skills (face to face and telephone) Excellent communication skills (verbal and written) Proficient in the use of relevant computer software packages and databases e.g. Microsoft Office Suite Presentation skills Must be self-motivated and able to work flexibly under pressure in a dynamic and changing environment. Problem Solving	

Other requirements The post holder is eligible for casual car user allowance. The employee may be required to work out of normal working hours and attend evening meetings as part of their role	

Competencies

Please refer to the [Employee] Competency Framework for more information about the behaviour descriptors for each competency.

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.